

MINUTES OF THE GENERAL MEETING OF THE BIGFORK COUNTY WATER AND SEWER DISTRICT

The General meeting of the Bigfork County Water and Sewer District was held on April 8, 2020 at the District office. President Lloyd Ross presided.

ATTENDEES:

Directors: Gene Helberg, Bob Keenan, Tom Cahill, Lloyd Ross(phone) Seth Price (phone)
District Employees: Julie Spencer, Mimi Wildeman, (phone)
Engineering: Jeff Cicon P.E, Morrison Maierle (phone)
Public: None

READ AND APPROVE MINUTES:

The minutes of the March 11, 2020 General Board Meeting were reviewed for approval Keenan made a motion to approve the minutes Helberg seconded and it was unanimously.

RESOLVED, That the minutes of the March Board Meeting be approved as submitted

CONSENT AGENDA

Ross asked for discussion, no further discussion Keenan made a motion to approve, Helberg seconded, it was unanimously.

RESOLVED, That the Consent Agenda be approved

NEW BUSINESS-

Flathead County 2020 Audit-Changes to Properties to be Assessed – Information Only

Board By-Laws Board Members-updated signatures needed for the year 2020, everyone needs to turn in an updated signature page prior to the next meeting.

Audit- Denning & Downing- Completed Spencer will be sending to the Interlake for publication

Emergency Response Plan- Copy for President -Information Only

Declaration of State of Local Disaster Emergency due to Convid-19- This could allow the District to apply for emergency funding, enact disaster plans and adjust public meetings or cancel them entirely. Information Only

OLD BUSINESS

Operations Report- Ross asked for discussion. Spencer went over the report, discussion was had. Cahill asked about the Bank vault PRV needing replacement due to age and wear and tear. Cahill made a motion to approve the Operators Report, Helberg seconded, and it was unanimously.

RESOLVED, That the Operators Report be approved as submitted

Engineering update, Jeff Cicon

Water System

- **Task Order #34: Ramsfield #4 Well Pump and Electrical Improvements** – Marty Walker with Prestige Worldwide Technologies came to inspect the well control valves in the wellhouse and

investigate the water hammer. The operation of the well pump and control valve is normal and therefore the well was brought back into the rotation. See operations report for more information.

- **Task Order #37: Water Tank and Transmission Line Project:**

Design on the Standpipe Rehabilitation portion of the project has begun and is ready for transmittal to Montana DEQ (SRF program) for approval. We are recommending the existing vent be replaced as part of this project to bring it up to current MDEQ standards. The vent will be bid as an alternate. Please provide input to Julie on tank color. The plan is to complete this portion of the project this summer. As for the Construction Access Agreement for Standpipe Rehabilitation a draft copy has been sent to the property owner for review and will be brought back in May for the Board to approve. Cahill made a motion to move approval until May Board Meeting, Helberg seconded, and it was unanimously.

RESOLVED, That the motion to move approval until May Board Meeting

- Terracon Consultants has completed the drilling portion of the geotechnical investigation. In addition to the drilling program, we subcontracted an excavator to dig test holes along the proposed transmission main to determine the extent of bedrock in the area.
 - We have started the topographic survey for the new water tank and transmission main, scheduled for completion this week.
 - A funding coordination call was held on April 1. A bond anticipation note is needed to complete the standpipe rehabilitation this summer and fund design for the tank and transmission main. Morrison-Maierle is putting together an estimate of the required funds and will send to bond council to complete the required documents.
- **Task Order #36: Bay Sewer Replacement Project**
 - A funding coordination call was held on March 17. Startup conditions have been met for all funding programs. Morrison-Maierle submitted an updated budget to reflect the revised project scope discussed in the March Engineer's Report. Ross asked what the timeline on this project Cicon is stated we will be going to Bid May – June of 2020, Award July and Construction will begin fall of 2020 and run through May of 2021.
- **Task Order #36: Bay Sewer Replacement Project** (continued from previous page)
 - Montana DEQ submitted their review comments on March 31. Morrison-Maierle is reviewing those comments and will respond accordingly.
 - Exhibits to the permanent easement documents have been finalized and are ready for transmission to property owners.

Development Review

- **The Settlement Subdivision** – APEC Engineering has been taking a closer look at the pump for the proposed Settlement Lift Station. The issue is sizing the pump large enough to overcome the pressure in the line when it is operating simultaneously with the North Sewer Lift Station while not oversizing it during normal operation. They are proposing a larger pump with a Variable Frequency Drive to give the District flexibility. A list of items needed for approval has been sent to APEC to address (attached).

- Saddlehorn No. 11 – RPA Engineering sent drawings, specs, and the design report over on April 3.

COMMITTEE REPORTS

Annexation, Main Extensions & Construction Helberg & Cahill

- *Standpipe Water Tank*- Engineers Report
- Office Expansion- Helberg, Keenan and Cahill will review and bring back ideas for the Board to review.

Purchase of Additional CD Investment –..... Price & Ross

- Investments are reinvested on six-month rotation

Employee Insurance, Compensation & Certification & Safety Helberg & Keenan

- *Employee Handbook**

Pretreatment Regulations Cahill & Price

- Contract renewal in June Cahill and Price will sit down with Spencer to review by next Board meeting.

Budget & Rate Structure Helberg & Ross

- Due to Governor Bullocks Declarations the late fees that were assessed prior will stay and the Board will review accounts and decide on the April late fees. There will not be any water shut offs as of right now. The office is keeping track of everyone who calls in for a hardship and will bring it to the Board at the conclusion of the COVID -19 Pandemic.

Rules & Regulations Cahill & Price

Farmland..... Helberg, Cahill

- Helberg stated we have received the check for last year's crops, the bases for the granaries will be placed within the next 10 days and the granaries will be here the 1st of May. The Farmer will be planting Malt Barley, Spring Wheat and our Winter Wheat crop is doing well.

COMMUNICATIONS

Communication from a Board Member
Montana State Fund
DEQ Letter

Communication from District Manager
Governor Bullock Letter x2

ADJOURNMENT

Ross called for a motion to adjourn and go into Executive. Keenan moved, Helberg seconded, and it was unanimously

RESOLVED that the public meeting be adjourned at 1:53 p.m.

Ross called for a motion to re-open public meeting. Cahill moved to re-open and adjourn, Helberg seconded, and it was unanimously

RESOLVED that the public meeting be adjourned at 2:33 p.m.

Secretary, Mimi Wildeman

Minutes approved by:

President Lloyd Ross